

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 4, 1997

ALL-COUNTY LETTER NO. 97-06

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS

SUBJECT: Federal Welfare Reform Reporting Issues

REFERENCE: HR 3734

In response to the requirements of welfare reform bill HR 3734, the CDSS Information Services Bureau (ISB) is requesting your assistance in identifying the availability of federal reporting elements at the county level. As a result of this legislation, substantial data will need to be collected and the penalty for noncompliance is significant.

Please review the attached draft document which is the result of three meetings held in October and November with representatives from 13 counties. The group reviewed the TANF, Child Care, and Food Stamp required data elements from the bill as identified by ISB and determined which data elements are available in county records and how they are stored (paper case file, automated data processing system, etc.). Elements which are not currently collected were discussed and strategies to obtain this information were identified when possible, such as interfacing with the Department of Health and the Employment Development Department data bases. References in the document pertaining to ISAWS, LEADER, etc., apply merely to the group of counties which are included in the consortium and not to the automated system itself.

Beginning July 1997, the CDSS Review and Integrity Branch, through the modified Quality Control process, will randomly sample the TANF population to meet the case specific data collection requirements of HR 3734 as an interim measure. Most data elements required under HR 3734 will be incorporated into the existing County Performance Sample process to accommodate this need. The purpose of the attached document is to identify those data elements which are not currently collected and to determine how this data can be captured, either by revising current methods/forms or by utilizing additional methods. Also, this information will be used to develop a long-term solution for collecting and reporting the required data elements.

The attached draft document has four columns. Column I lists the required data elements which are found in HR 3734. Column II reflects the work group's analysis with regards to the availability of the data. Column III lists possible sources of data and/or methods to collect data not currently captured. Column IV is to be used by each county to enter comments and suggestions.

Please note corrections, additions, or clarifications in Column IV as appropriate. While the work group attempted to identify the data collection capabilities of all counties, some counties may have unique circumstances or capabilities that have been unintentionally omitted. Please indicate the availability of data elements as they exist *today* in your county. It is recognized that automated data processing systems currently in development will be designed to collect certain needed data in the future. However, our need is to know what is currently available as federal reporting deadlines are rapidly approaching.


Please submit your responses by **February 21, 1997** to:

California Department of Social Services
Information Services Bureau, M.S. 12-81
P. O. Box 944243
Sacramento, CA 94244-2430

or by FAX at (916) 653-4880

This document is a reflection of our understanding of the data collection needs identified in HR 3734. Additional data elements which are not required to be collected by legislation at this time may be required in the future depending on the program design. When these elements are identified, further county input will be requested.

Your cooperation is vital to the success of this endeavor and is greatly appreciated. Should you require further information, please contact Marjorie Mar Liu or Joyce Miyagi of Information Services Bureau at (916) 653-4180. A list of the participating work group members is also enclosed for your information.


JARVIO A. GREVIOUS
Deputy Director
Administration Division

Attachment

c: CWDA

Welfare Reform Data Reporting Requirements

Work Group Participants

NAME	COUNTY/OFFICE	PHONE NUMBER	FAX
Marjorie Mar Liu	CDSS/ISB	(916) 653-7170	(916) 653-4880
Joyce Miyagi	CDSS/ISB	(916) 653-4410	(916) 653-4880
Steve Hemmerling	CDSS/REB	(916) 445-0220	(916) 447-1490
Pat Norwood	EDS	(916) 636-4227	(916) 636-4216
Arlene Mendibles	HWDC/SAWS	(916) 229-4437	(916) 229-4487
Sandra Garcia	Los Angeles County	(310) 908-8370	(310) 908-0459/0469
Betty High	Los Angeles County	(310) 462-2977	
Tom Marnon	Los Angeles County	(310) 908-8519	(310) 908-0459/0469
Lisa Nunez	Los Angeles County	(310) 908-8687	(310) 908-0469
Jim Swedlouw	Los Angeles County	(310) 409-7520	(310) 409-7655
Nancy Brice	Madera County	(209) 675-2403	(209) 675-7690
Jerri Johnson	Napa County	(707) 259-8109	(707) 259-8112
Lynn Perez	Napa County	(707) 253-4616	(707) 253-6090
Marion Linden	Nevada County	(916) 265-1664	(916) 265-7062
Jinger Dodd	Placer County	(916) 889-7700	(916) 889-7608
Daphne Criswell	Riverside County	(909) 358-3312	(909) 358-3350
Arlene Wingfield	Sacramento County DHA	(916) 978-2030	(916) 978-2045
Diane Ajayi	San Bernardino County	(909) 388-0211	(909) 388-0281
Bob Finstead	Santa Clara County	(408) 441-5637	(408) 452-1392
Jane Braddock	Solano County	(707) 553-5219	(707) 553-5651
Jackie Davis	Stanislaus County	(209) 558-2753	(209) 558-2558
Carola Daly	Ventura County	(805) 652-7671	(805) 652-7520
Kathy Smith	Ventura County	(805) 654-3049	(805) 654-3394
Jackie Kiehn	Yolo County	(916) 661-2708	(916) 661-2847

Personal Responsibility Work Opportunity Reconciliation Act of 1996 Required Data Collection Elements

The following are the workgroup's responses regarding the availability of specific data elements required by Welfare Reform Bill, HR 3734.

NOTE: Most of the TANF data elements are not available in an automated format & much of the data required is not collected for the AFDC population as a whole.

<u>TANF DATA ELEMENTS</u>	<u>RESPONSE</u>	<u>WAYS TO COLLECT DATA</u>	<u>COUNTY COMMENTS</u>
<u>Section 407: Mandatory Work Requirements</u>			
Calculation of Participation Rates (Elements 1-3):			
1 # Families w/Adult Receiving TANF (AFDC) during Month	All 3 consortia & Ventura advise that information is available, but no formal report is generated. LA would need to modify a report currently produced. Need to define family.		1
2 # Families receiving TANF (AFDC) w/Adult engaged in Work for Month	Not captured. Not in ISAWS or WCDS except for GAIN participants & this is for scheduled work. Not in AFDC system or case file.	<u>For Elements 2-3:</u> Use monthly sample vs amending the CA 7. Phone survey not a viable alternative. Not all	2
3 # Families under TANF (AFDC) Subject to Penalty for Not Working	Data not available.	clients may have phones, low response rate.	3
Work Activities (Elements 4-15):			
<i>Many of these elements are currently collected for GAIN participants on a monthly basis.</i>			
<i>Hours collected are "scheduled" hours, not necessarily # of hours "engaged in" activity - unknown if HHS will accept.</i>			
4 Weekly Hours of Unsubsidized Employment	Data not available. Client may not know if subsidized or not. Need to define unsubsidized.	<u>For Elements 4-15:</u> Use monthly sample vs amending the CA 7. Phone survey not a viable alternative. Not all	4
5 Weekly Hours of Subsidized Private Sector Employment	Data not available. Client may not know if subsidized or not. Need to define subsidized.	clients may have phones, low response rate.	5
6 Weekly Hours of Subsidized Public Sector Employment	Data not available. Client may not know if subsidized or not.		6
7 Weekly Hours of Work Experience	Data not available.		7
8 Weekly Hours of On-the-Job Training	Data not available.		8

**Personal Responsibility Work Opportunity Reconciliation Act of 1996
Required Data Collection Elements**

<u>TANF DATA ELEMENTS</u>	<u>RESPONSE</u>	<u>WAYS TO COLLECT DATA</u>	<u>COUNTY COMMENTS</u>
Work Activities Defined (continued):			
9 Weekly Hours of Job Search/Job Readiness Activities	Data not available. Need to define Job Readiness.		9
10 Weekly Hours of Community Service Program Participation	Data not available.		10
11 Weekly Hours of Vocational Educational Trng.	Data not available.		11
12 Weekly Hours of Job Skills Training	Data not available.		12
13 Weekly Hours of Education Related to Employment	Data not available. Need to define what education related to employment includes.		13
14 Weekly Hours of Secondary School or GED	Data not available.		14
15 Weekly Hours of Provision of Child Care Svcs.	Do counties collect even for GAIN participants? Per Ventura, in most cases monthly hours are collected on paper for earned income disregard, & SCC GAIN child care.		15
<u>Section 408: Prohibitions; Requirements</u>			
16 Five Year Time Limit of Aid	Data not available. Nothing exists at this time to track between counties or states.	MEDS - modify system to maintain more than 18 mos of history. Collect from SSA?	16
<u>Section 411: Data Collection & Reporting</u>			
Disaggregated Data to be collected monthly & reported quarterly (Elements 17-37):			
17 County of Residence	Available by all. LA knows what city, but may not always know county. ISAWS could do this but currently it's not reported. Need to define residency (where someone lives).		17
18 Whether Aided Child is Disabled	Data not available. Regulation change needed? Need to define disabled.		18

**Personal Responsibility Work Opportunity Reconciliation Act of 1996
Required Data Collection Elements**

<u>TANF DATA ELEMENTS</u>	<u>RESPONSE</u>	<u>WAYS TO COLLECT DATA</u>	<u>COUNTY COMMENTS</u>
Disaggregated Data (continued):			
19 Whether Aided Adult is Disabled	LEADER & WCDS do not have data available. ISAWS identifies those incapacitated/disabled. Regulation change needed? Need to define disabled.	Use survey to collect.	19
20 Ages of Family Members	Yes.		20
21 # Persons in Family & Relation of Each to Youngest Child	Yes to # of persons in family. Assumes # of persons in aided family. Data not available on the relationship to youngest child in family. Need to define family.	Redesign CA 2. Use survey to collect.	21
22 Employment Status of Adults in the Family	All have at least on paper, if earned income equals employment. Consortium IV has on paper, others probably have in systems or will have. Need to define employment.		22
23 Earnings of Employed Adults in the Family	Same as above, #22.		23
24 Marital Status of Adults in Family Including Ever Married, Widowed, etc.	Data not available except from ISAWS. ISAWS identifies for all individuals. Data is sporadic from others & not kept current. Singles does not equal never married.	Use survey to collect. Add to existing systems.	24
25 Race of Each Adult & Child in the Family	Yes for all groups (except Consortium IV which has only adults, no children & Ventura has data by case only).	Data should be available on MEDS.	25
26 Educational Status of Each Adult & Child in the Family	None have this data, nor will SAWS. ISAWS identifies if adult is high school graduate.	Use survey to collect. Self-report.	26
27 Received Food Stamps, Child Care, Subsidized Housing, Medical Assistance	All four groups have data for Food Stamps & Medical Assistance. May have data for some types of Child Care. Data not available for Subsidized Housing.	Use survey to collect. Case search.	27

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<u>TANF DATA ELEMENTS</u>	<u>RESPONSE</u>	<u>WAYS TO COLLECT DATA</u>	<u>COUNTY COMMENTS</u>
Disaggregated Data (continued):			
28 # of Months Family Received Each Type of Assistance (Given Above)	ISAWS & San Bernardino have data for MA, some CC (if in GAIN, do not have), & FS. None for Housing. WCDS has for FS & MA, but not for CC or Housing. Data not available from LEADER or Consortium IV. Need to define # of months (e.g., cumulative, current spell).	Use survey to collect. Case search. MEDS.	28
29 If Food Stamps/Child Care Received, Need \$\$ Amount Received	Yes, all groups have for Food Stamps. Amount field in ISAWS but not always entered. No, all groups do not have for Child Care (except for CC subsidized through CDSS). Need to identify for what period to collect.	Case search. Use survey to collect.	29
30 Type & Amount of Aid Received, Including Amount & Reason for Reductions	Yes, for all groups but not readily accessible. How specific is the reduction reason to be? Need to define aid.	Use survey to collect. Case search.	30
31 Any Amount of Unearned Income Received by Any Member of the Family	Yes for three groups including Riverside. WCDS & Ventura have case only, not persons. Need clarification - collect for each member in case or each individual in family?	Use survey to collect.	31
32 Citizenship of Member of the Family	Yes, for all groups. Is this information kept current? If tied to eligibility, would be kept current.	Modify existing systems.	32
From Sample of Closed Cases Whether Family Left Aid Due to (Elements 33-37):			
33 Employment	Not available, except when clients respond.	New Hire Registry. EDD/SSA/Franchise Tax.	33
34 Marriage	Not available.	State Vital Statistics.	34
35 Exceeded 5 Year Limit	Not available.		35
36 Sanction	Yes.		36
37 State Policy	Yes. Questionable if ever used.		37

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<u>TANF DATA ELEMENTS</u>	<u>RESPONSE</u>	<u>WAYS TO COLLECT DATA</u>	<u>COUNTY COMMENTS</u>
Aggregate TANF Data Elements (Elements 38-43):			
<i>Responses are for all four groups.</i>			
38 % of Funds Paid to State Used to Cover Admin/Overhead Costs	Yes. Need to define administrative costs.		38
39 Total \$\$ State Spent During Qtr on Programs for Needy Families	Yes, depends on what programs. Need to define needy. Need to define state (eg. CDSS, all state agencies)		39
40 # of Non-Custodial Parents in State Participated in Work Activities	Not available. Child Support may have some information?		40
41 Total \$\$ State Spent on Transitional Services During Qtr for Families off Aid	Yes, for CDSS payments. Need to define state (eg. CDSS, all state agencies) Need to identify transitional services.		41
42 Description of Transitional Services Provided	Yes, if provided by CDSS.		42
43 # of Families No Longer Receiving Aid Due to Employment	Not available except when participants respond.		43
<u>Section 412: Direct Funding & Admin by Indian Tribes</u>			
44 Section 411 Data Collection & Reporting Applies to Indian Tribes w/Approved Plans	Not available from LEADER. Others are not certain. Unknown if go through county or state.		44
<u>Section 413: Research, Evaluations & National Studies</u>			
Ranking of States by Most & Least Successful Work Programs:			
45 Measure of Recipients Placed in Long-term Private Sector Jobs	Need to define long-term. Does recipient mean someone still on aid?		45
46 Measure of Overall Reduction of Welfare Caseload	Yes.		46

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<u>TANF DATA ELEMENTS</u>	<u>RESPONSE</u>	<u>WAYS TO COLLECT DATA</u>	<u>COUNTY COMMENTS</u>
Ranking of States (continued):			
47 Measure of Diversion of Families from Formally Applying for Aid	Not available. No system currently in place. Need to define aid.		47
Ranking of States by Out-of-Wedlock Ratio	Statewide. For counties' information only.		
HHS Report on Circumstances of Certain Children & Families:			
Responses for elements 48-60 pertain only to categories B & C while aided. Data is not available for category A. It is unknown how much state participation HHS expects in conducting this study.			
A. Children in Families Who Left Aid Due to Time Limits.			
B. Children Born to Parents Under Age 20 (after Act's enactment). - Need to define which parent.			
C. Parents Who Gave Birth Before Age 20 (after Act's enactment).			
48 % of Each Group that Dropped Out of Secondary School (or equiv.)	Not available.	Self-report. Verified by schools.	48
49 % of Each Group at Each Level of Educational Attainment	Not available.		49
50 % of Each Group that is Employed	Not available.		50
51 % of Each Group Convicted of a Crime or Adjudicated Delinquent	Not available.		51
52 % of Each Group that Continues to Participate in TANF Programs	Yes.		52
53 % of Each Group that has Health Insurance by Private Entity.	Yes.		53
54 % of Each Group that has Health Insurance by Government Agency	Yes. Ventura has for medi-cal & medicare only.		54
55 % of Each Group that does not have Health Insurance	Yes.		55
56 % of Each Group that is Married	Yes, on paper for all groups except Consortium IV.		56

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<u>TANF DATA ELEMENTS</u>	<u>RESPONSE</u>	<u>WAYS TO COLLECT DATA</u>	<u>COUNTY COMMENTS</u>
HHS Report (continued):			
57 Rate at which Members of Each Group are Born or Give Birth.	Yes.		57
58 Rate at which Members of Each Group Give Birth Out-of-Wedlock	Yes. Ventura has on paper.		58
59 Average Income of Families of Each Group's Members	Yes.		59
60 Rpt on Child Poverty Rates - # FS Households	Yes, for # of Food Stamp households.		60

**Personal Responsibility Work Opportunity Reconciliation Act of 1996
Required Data Collection Elements**

<u>CHILD CARE DATA ELEMENTS</u> (As pertains to CDSS "funded" child care)	<u>RESPONSE</u>	<u>WAYS TO COLLECT DATA</u>	<u>COUNTY COMMENTS</u>
<u>Section 611: Reports & Audit</u>			
Required Disaggregate Information to be collected monthly & reported quarterly (Elements 1-16):			
1 Family Income	Yes. Need to define family.		1
2 County of Residence	Yes, if definition of residency is where they reside.		2
3 Gender of Children Receiving Child Care	Yes.		3
4 Race of Children Receiving Child Care	Yes, except for Consortium IV & Ventura which does not have this data for children.		4
5 Age of Children of Receiving Child Care	Yes. Can calculate from date of birth.		5
6 Whether Family Includes Only One Parent	Yes, if parent aided. Need definition of family.		6
Sources of Family Income & Amounts Identified as follows:			
7 (a) Employment, including Self-Employment	Yes.		7
8 (b) Cash or Other Assistance under Title IV, Part A	Yes.		8
9 (c) Housing Assistance	Not available.		9
10 (d) Assistance under Food Stamps	Yes.		10
11 (e) Other Assistance Programs	Depends on which assistance programs. Need to define assistance programs.		11
12 # of Months Family Received Child Care Benefits	Yes. WCDS has on system up to 12 months. ISAWS can track # of mos case received benefits. LEADER has current episode; otherwise, on paper. Ventura has on paper. Include Income Disregards? Need to define # of months.	Collect from MEDS.	12

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<u>CHILD CARE DATA ELEMENTS</u>	<u>RESPONSE</u>	<u>WAYS TO COLLECT DATA</u>	<u>COUNTY COMMENTS</u>
Required Disaggregate Information (continued):			
13 Type of Child Care in Which Child was Enrolled	Yes.		13
14 Whether Child Care Provider is a Relative	Yes.		14
15 Cost of Child Care for Family	Yes.		15
16 Average Hours Per Week of Such Care During the Report Month	Yes, but reported on a monthly, not weekly basis. Ventura has on paper.		16
Biannual Aggregate Reports to be submitted every 6 months (Elements 17-22):			
17 # of Child Care Providers that Received Funding by Type of Provider	Yes, when paid to provider. Not available when paid to participant.		17
18 Monthly Cost of Child Care Services & Amount Subsidized by Type of Child Care Services	Yes, on paper except Ventura may have on system. Need to define subsidized.		18
19 # of Payments made through Vouchers, Contracts, Cash & Disregards by Type of Child Care Services Provided	May not be able to identify number of payments if definition of payments means one child, one payment. One voucher may be for a provider with eight kids, or for more than one client, or could include several months of service.		19
20 Manner Consumer Education Info is Provided	Yes.		20
21 # of Parents to Whom Information is Provided	Yes.		21
22 Total # (w/o duplication) of Children & Families Served during Report Period	No, not available unduplicated. Per Ventura - currently data is reported by type of child care service. Duplication occurs when children receive more than one type of child care service during the month (i.e. day care ctr & relative's home). Based on period served or when payments are made? Need to identify for what period. Need to define served.		22